

**Water/Wastewater Commissioners’
Meeting Minutes
July 03, 2012**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
Michael E. Putnam, Member
David Boucher, Superintendent
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:05 p.m.

Decisions:

Approval of Final Minutes – Commissioner Putnam made the motion to approve the minutes of the commissioners’ meeting held June 19, 2012 with one amendment. Chairman Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the June 2012 Bill Commitment 120629 and for the June 2012 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the June 2012 Bill Commitment 120629 and for the June 2012 Final Bills issued.

Water-Capital Reserve Fund – The commissioners signed the Citizens Bank Wealth Management check request form as presented by Superintendent Boucher regarding water meter expenditures previously approved by the Board of Commissioners during the budget process. Chairman Courage said this form is an administrative formality required by the Finance Department.

Septage Receiving Facility – Superintendent Boucher said a progress meeting will be held on Friday, July 6, 2012 at 9:00 a.m. He reported that the paving is complete except for the finish layer which will be done next year. The collection system foreman will begin working on the biofilter next week. He explained the progress with the blower motor and said the walkways will be formed. Chairman Courage asked if the biofilter will help reduce odors. Mr. Boucher briefly explained the process changes and how the biofilter will reduce offensive septage odors. Vice-Chairman White said he received a telephone call from Brad Whitfield, the Collection System Foreman, inquiring about utilizing Leighton White’s excavation equipment, specifically one which rotates and has a bucket, that would be helpful to this septage receiving facility project and which is not typically available in the Milford area. Vice-Chairman White wanted the Board’s decision whether the excavation equipment should be utilized for this project. Upon discussion, Commissioner Putnam made the motion to rent the rotating bucket/excavator from Leighton White for the septage receiving facility project activities to progress

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and with the concurrence of Superintendent Boucher that the equipment would be helpful toward meeting target project deadlines. Chairman Courage seconded the motion. Vice-Chairman White abstained. Mr. Boucher then continued apprising the commissioners of additional project details, i.e., the SCADA connections, and the remaining electrical/plumbing punch list work.

Water Utilities Department Superintendent Vacation Dates: Chairman Courage made the motion to grant Superintendent Boucher's requested vacation, the week of July 23, 2012 through July 27, 2012 and the week of August 20, 2012 through August 24, 2012, on the condition that no new projects are begun during the Superintendent's absences. Mr. Boucher agreed, adding that three Water Utilities foremen will be present to share the departmental workload. Mrs. Gendron will assist with administrative details. Commissioner Putnam seconded the motion. All voted in favor.

Discussion/Information Items:

Truck #36 – Project Update – Superintendent Boucher said that it is here and is complete. The old truck bed will be cashed in, with a cost reduction of \$425.00.

Miscellaneous Water Utilities Department Project Updates – Superintendent Boucher said that there lobby glass ceiling has not been leaking since the caulking work. He distributed the tallied Union Street Project costs and the bonds to be paid. He explained the updated information received from the three vendors regarding the generator switchgear; Reno is not interested in pursuing this project. Wright-Pierce will tailor their information more like SMR's design-build proposal, shifting increased responsibilities to the electrical engineering contractors to bid on. Mr. Boucher expects to receive this information prior to the next commissioners' meeting. Fire Chief Jack Kelly will work to address the ISO information needed by Wright-Pierce regarding South Street. Mr. Boucher said that he will oversee the Water Department's progress with activities as well. The Prospect Hill Tank is not ready to be taken off-line as of this time. Mr. Boucher will follow up with Wilton Water Commissioner Duquette regarding the agreement to be drafted for non-payment of future Wilton water/Milford sewer bills, as discussed during the previous commissioners' meeting.

Activities Report and Financial Reports – Reviewed by the commissioners.

Non--Public Session (RSA 91-A:3 II (a) Personnel). Commissioner Putnam moved to enter into Non-public session at 6:40 p.m. in accordance with RSA 91-A:3 II (a) for a discussion regarding personnel. Chairman Courage polled Vice-Chairman White and Commissioner Putnam; Vice-Chairman White seconded the motion; all voted in favor. Upon exiting the non-public session at 6:58 p.m., Chairman Courage said there were no decisions made, nor announcements to be made.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, July 17, 2012 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Commissioner Putnam made the motion to adjourn the meeting at 6:59 p.m. Vice-Chairman White seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date